

## **FIRE CAPTAIN**

(Promotional Class)

### **GENERAL STATEMENT OF DUTIES**

Establish, coordinate and direct all activities within the Fire House during each shift, train and drill each member of Fire House in standardized methods of fire fighting and equipment utilization; coordinate with the other Fire Captains and Chiefs in order to standardize fire fighting methods; direct Fire House personnel at the scene of an emergency and establish communication link between the Fire Chief.

### **DISTINGUISHING FEATURES OF THE CLASS**

Work involved individual performance and supervision of personnel during fire fighting, First-Aid and life-saving operations; first line supervision of personnel within the Fire Company; maintain all paper work to insure proper operation of the Fire Company.

### **EXAMPLES OF WORK**

(Illustrative Only)

Direct the response of the Fire Company to all fire alarms or emergency calls;

Direct the Fire Company at the scene of the emergency to insure that:

Hoses are installed;

Proper pump, parameters (pressure, flow, etc.) are maintained;

Personnel are located properly and extinguishment methods are fully understood;

Entrance into the flame and/or smoke areas are understood and coordinated;

Life-saving equipment are located;

The fire has been completely eliminated and re-ignition is not possible.

Maintain all clerical work associated with the Fire Company with regards to personnel, maintenance of equipment, apparatus and tools, maintenance of Fire House and grounds; reports detailing Fire Company during every emergency; requisitioning of supplies;

Supervise personnel within the Fire Company;

Inspect apparatus and equipment, grounds and station to insure proper order and condition and that the Fire Company is at all times ready for instant use;

Maintain the Fire Company procedural book which includes the established division fire fighting methods, equipment, operational manuals, etc., and insure that the contents of the procedural book is disseminated to Fire Company personnel;

Establish a coordinated and working system, within the Fire Company, by means of training sessions, of firefighting and life-saving techniques.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and pass civil service exam with a score of 75% or greater.

Must possess a valid Louisiana driver's license.

By admission to examination must be a regular and permanent employee for at least five (5) years and a regular and permanent employee for a period of three (3) years in the class of Fire Driver.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation, for this position.

#### **WORKING TEST REQUIREMENTS TO BE A PERMANENT EMPLOYEE IN THE CLASS**

Demonstrate ability through Chief's evaluation to train, supervise and lead personnel.

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